

BRA/EDIC EMPLOYMENT OPPORTUNITY		PLEASE POST!!
TITLE: COUNSELLOR/INFORMATION SPECIALIST (2 Positions Available)	JOB VACANCY POSTING NO.	68-01
EMPLOYMENT STATUS: EDIC Employee	POSTING DATE:	9/10/01
DEPT/DIV: BOSTON CONNECTS, INC.	EXTERNAL DATE:	9/21/01
	POSITION FILLED:	
	DATE:	
	NAME:	

SUMMARY: Under the direction of the Executive Director of Boston Connects, Inc., provide information on available services and case management to Empowerment Zone residents receiving EZ services. Extend outreach to and coordinate with community based organizations to link residents with additional services. Provide guidance to clients in determining their short and long-term service needs; develop a plan to address these needs with the goal of connecting residents with job opportunities.

Pro-actively provide monitoring, crises support and linkage to other programs; provide overall problem-solving assistance and advocacy on behalf of residents of the Empowerment Zone.

Provide information to residents on EZ services and supportive case management services (case management will compliment those services provided by contracting agencies and where appropriate, will expand to include family members).

Maintain case management system. Ensure smooth coordination of referrals to community based and public organizations for the appropriate delivery of services.

Design and implement Individual Service Plans (ISP's) as appropriate to meet client needs. Enable each participant to use his/her strengths to overcome barriers to achieving his/her goals. Update ISP's as necessary.

In compliance with an agreed upon coaching model, assist in enabling residents to change habits while reducing their dependency upon the Information Specialist.

Represent Boston Connects, Inc. at meetings. Assist in community outreach programs to make residents aware of EZ programs.

Manage special projects as assigned by the Executive Director.

Perform other related duties as required.

QUALIFICATIONS: Requires a Bachelor's degree in Social Work, Counseling or related field; a Masters degree is preferred. Requires at least four years of related experience in the Social Services field. Bilingual/Bicultural skills and/or experience with more than one culture or language preferred. Language proficiency in both English and in one of the languages of the Zone (including but not limited to Spanish, Haitian Creole, Cape Verdean Creole and Cantonese) would be a plus. Must be a good team player with strong inter-personal skills. Must be a good team player with strong inter-personal skills. Requires flexibility to work a schedule requiring some evenings and weekends.

GRADE: 17

HIRING RANGE: \$35,710.07-\$42,872.63

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.